



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BINAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Binan City  
RECORDS SECTION

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DIVISION MEMORANDUM  
No. 027, s. 2021

**DESIGNATION AS QUALITY MANAGEMENT SYSTEM REPRESENTATIVE (QMR)**

To: **GERTRUDE A. ANUNCIACION**  
Education Program Supervisor-SGOD

1. In the exigency of the service, you are hereby designated as Quality Management Representative (QMR) concurrent to your present position effective immediately and until further notice.
2. You are expected to perform the duties and responsibilities attached to your designation, such as the following but not limited to:
  - Ensure that the Quality Management System (QMS) processes are established, implemented, and maintained
  - Identify any needs for improvement and report to top management on how well the QMS is performing.
  - Promote QMS awareness throughout the organization.
  - Monitor compliance to the policies and procedures to ensure consistent and effective implementation of the system
  - Do other related tasks
3. Please be guided accordingly.

**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent



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